

5 FAH-2 H-850 INVENTORY PROCEDURES

(TL:TEL-1; 07-01-1998)

5 FAH-2 H-851 WPAS

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(Uniform State/USAID/USIA)

a. Each piece of accountable equipment, either on-line or stored as a spare, should be listed in the Worldwide Property Accountability System (WPAS) inventory. The ranking IRM officer at post is the Accountable Property Officer and is responsible for implementing this program. Training is available either from RIMC technicians or through self-paced tutorials that come with the WPAS devices and documentation. For additional information contact A/LM/OPS-WPAS, (703) 912-8422; fax (703) 912-8357, attn. WPAS.

b. Before shipping an item from post, IPC personnel should prepare a shipping telegram from the WPAS database. When the WPAS telegram is generated, the item to be shipped is automatically deleted from post's inventory. Likewise, when an item is received, it should be entered into the WPAS database, to keep the inventory current. See 5 FAH-6, *Communications Security Handbook*, for procedures in returning comsec accountable items.

5 FAH-2 H-852 EXCESS EQUIPMENT DISPOSAL

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(Uniform State/USAID/USIA)

Excess equipment is that which is no longer needed. Excess equipment used for unclassified processing and purchased with post funds, such as non-TEMPEST computer components or non-CAA telephone sets, can be disposed of locally in accordance with the guidance provided by the offices below. Cryptographic equipment, comsec accountable items, telegraphic equipment, fixed disks or disk packs from classified Automated Information Systems (AISs), and equipment with special security features must be returned to the responsible IRM program office. Contact the appropriate IRM program office or DTS-PO liaison office for guidance concerning local disposition or returning excess equipment. See 12 FAM 632 for more information regarding disposition of magnetic media, AIS output, and computer equipment.

- (1) IRM/OPS/ITI/TWD/WLS—radio equipment.
- (2) IRM/OPS/ITI/TWD/FPT—telephone equipment from foreign posts.
- (3) IRM/OPS/ITI/TWD/DTD—data and telephone equipment from domestic offices.
- (4) IRM/OPS/ITI/TSS—equipment maintained by TSS under the PTPE (Plain Text Processing Equipment) program.
- (5) IRM/OPS/ITI/LWS/MNT—TEMPEST and non-TEMPEST ADP, TERP V, PCCS, magnetic media from classified AISs.
- (6) DTS-PO Logistics Branch—ACP-50 equipment, BPS equipment, ACT terminals, Codex modem models 3266, 3385, 3268, 3386, 2173B.
- (7) IRM/OPS/ITI/SI/CSB—comsec accountable items (will NOT appear in WPAS).

c. The WPAS Accountable Property Officer must remove all excessed items, whether disposed of locally or returned to the Department, from post's WPAS inventory. See WPAS SOP, Section 9 and Appendix B.

5 FAH-2 H-853 DAMAGED OR MISSING PROPERTY

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(Uniform State/USAID/USIA)

Excessed, damaged or missing property inventory procedures are contained in WPAS SOP, Section 9 and Appendix B, "Property Disposal Authorization and Survey Report."

5 FAH-2 H-854 THROUGH H-859 UNASSIGNED